



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202

IMAH-HRD-D

SEP 13 2006

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #56,
Individual Development Plans (IDPs)

1. REFERENCE. IMA Pamphlet 600-1, Workforce Development Program, 5 Nov 04.

2. PURPOSE. To set forth the requirement for timely and high quality individual development plans for IMA civilian employees.

3. APPLICABILITY. This policy applies to all appropriated and non-appropriated fund civilian employees.

4. POLICY.

a. Quality individual development planning is vital to assuring the current and future capability of our workforce in accomplishing IMA's challenging mission. When supervisors do their annual counseling sessions with their employees, they must assure that each employee has an IDP in place and that the plans are of good quality.

b. IDPs must be prepared and maintained for IMA employees. IMA Pamphlet 600 -1, Workforce Development Program, provides procedures and guidance on establishing IDPs. Although these procedures are applicable to all IMA civilian personnel, supervisors are also encouraged to integrate the principles of the IDP process into the periodic counseling sessions for military personnel and foreign nationals. Soldier counseling through the support form process should be continuous throughout the rated period.

c. The IDP is an excellent tool to assist IMA leaders in managing their workforce and to help civilian employees reach career goals within the context of organizational objectives. It is completed in partnership between the supervisor and employee. Career program/Career Field Managers at all levels can also be invaluable for furnishing occupational and professional expertise to enhance the IDP process.

d. Supervisors are responsible for assessing employee competencies; identifying developmental needs in conjunction with the employee; determining what resources are available for development; providing coaching and feedback; and meeting with the employee to document a complete and realistic plan.

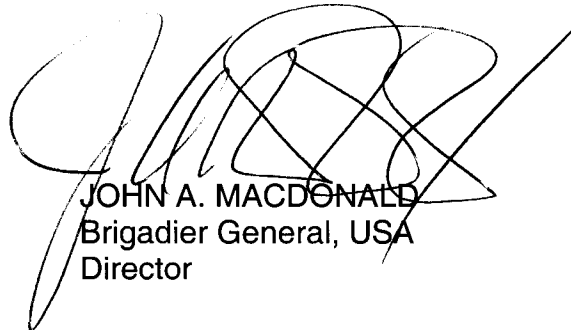
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e. The employee is responsible for assessing their past experiences against the IMA development objectives; identifying career goals; drafting the initial plan; identifying long and short term needs and objectives and potential sources to meet these needs; meeting with the supervisor at the beginning of the rating cycle and agreeing on the objectives and plan; and satisfactorily completing assigned reading, education and training assignments.

f. In view of the upcoming National Security Personnel System (NSPS) implementation, which will link performance standards to the organization's mission and objectives, it is an excellent time to assure that planned employee development reflected on the IDP clearly links to current and projected organizational needs. IDPs will be a critical checklist item in IMA's annual Training Guidance.

g. IMA Pamphlet 600 -1 provides complete instructions on the IDP process. The link to this pamphlet is <http://www.ima.army.mil/sites/hr/publications.asp> and the link to the IMA IDP form is <http://www.ima.army.mil/sites/hr/wfdgenidp.asp> . The point of contact on Individual Development Plans in Workforce Development is Mary Weiss (Mary.Weiss@hqda.army.mil) who can be reached at commercial (703) 602-3315, DSN 332-3315.



JOHN A. MACDONALD
Brigadier General, USA
Director

INDIVIDUAL DEVELOPMENT PLAN (IDP) Installation Management Agency		IDP YEAR (FY) ____ (1 Oct – 30 Sep)	
		____ INITIAL IDP ____ REVISED IDP	
<p>IMA Policy Memo #56, Individual Development Plans, requires that IDPs be prepared and maintained for IMA employees. IMA Pamphlet 600-1, Workforce Development Program, provides procedures and guidance on establishing IDPs. The IDP is drafted by the employee and annual rater to address training needs and career plans. It should be generated in conjunction with the performance management review, and may be revised at any time. This tool can provide employees with the opportunity to continuously improve in current job performance, prepare for opportunities for future career growth, and enhance their ability to further contribute to the organization. Civilian employees and supervisors are responsible for insuring their education and training is correctly reflected in DCPDS through the MyBiz application accessible through the Civilian Personnel On Line portal at the Employee Tab (http://cpol.army.mil/index.html).</p>			
<p align="center">SECTION A – EMPLOYEE INFORMATION</p>			
1. NAME (<i>First Name/MI/Last Name</i>)		2. OFFICE SYMBOL	
3. POSITION TITLE		4. PAY PLAN	5. SERIES/GRADE
6. E-MAIL ADDRESS		7. WORK PHONE (COM/DSN)	
<p align="center">SECTION B – CAREER GOALS</p>			
<p>8. SHORT TERM (<i>1-2 years—list 2 positions as your short term career goals</i>)</p> 			
<p>9. LONG TERM (<i>3-5 years—list 2 positions as your long term career goals</i>)</p> 			
<p align="center">SECTION C – SIGNIFICANT TRAINING AND DEVELOPMENT COMPLETED SINCE LAST IDP</p> <p align="center"><i>(Include government sponsored and self-development programs, activities, or academic courses/programs. If additional space is needed, attach additional page.)</i></p>			
10. NAME OF COURSES	11. SOURCE OF TRAINING	12. DATE COMPLETED	

INDIVIDUAL DEVELOPMENT PLAN			
SECTION D – DEVELOPMENT GOALS			
13. GOAL OR TARGETED COMPETENCY	14. DEVELOPMENT ACTIVITY – EDUCATION, TRAINING OR PROFESSIONAL DEVELOPMENT SOURCES	15. OUTCOME DESIRED	
SECTION E – CAREER BROADENING/JOB ROTATIONAL ASSIGNMENTS			
16. ASSIGNMENT			
17. PROJECTED START DATE			
18. DURATION			
19. COMPETENCY OBJECTIVES			
SECTION F – 5-YEAR DEVELOPMENT PLAN			
20. LIST COURSE TITLE/TRAINING BY FISCAL YEAR (FY)			
FY _____			
FY _____			
FY _____			
FY _____			
FY _____			
SECTION G – SIGNATURES			
21. EMPLOYEE SIGNATURE		DATE	
22. SUPERVISOR'S PRINTED NAME		DUTY PHONE	
23. TITLE		E-MAIL	
24. SUPERVISOR'S SIGNATURE		DATE	